Residence Hall Agreement

This Residence Hall Agreement covers all residence halls owned by Western Carolina University as well as the facility owned by CHF-Cullowhee LLC, which is managed by Western Carolina University as an agent for the owner, all of which will be considered as University Housing.

	First Name	MI	University ID #
Danisa and Mailing Address			** I am voluntarily providing this information with the understanding that it will be used only as a personal identifier for the internal record-keeping and data processing operations of this institution.
Permanent Mailing Address: St	treet		_
City	State Zip Home # :(
•	State Zip		Housing Request for Fall 2019 - Spring 2020
Cell # :(DOB:		1 an 2019 - Spring 2020
			Spring 2020 (<u>only</u>)
Gender: Male	Female		
University Enrollment st	atus (Circle one):		
New Freshman Continu	uing Graduate Tr	ansfer Readmit	Exchange/International
Will you be living in the Village	e? Yes No Student Or	ganization:	
return to the Department of R 7304 or scan and email to hous	Residential Living, WCU, 417 C singquestions@email.wcu.edu, an	entral Drive, Brown 2 nd keep a copy for your	7396. Please sign this Agreement and 25, Cullowhee, NC 28723, fax (828) 227-records. d as non-smoking. There is no smoking
	4 D 111 4		
	<u>lest:</u> Persons wisning to room t other through our online system		nutual requests and each person must
indicate a preference for the o Special Requirements: If you ha please contact our Room Assign	other through our online system ave a medical condition(s) or disa mments Coordinator in the Departs	bility(ies) that requires	our attention when making your assignment,
Special Requirements: If you ha please contact our Room Assign housingquestions@email.wcu.ed Please note: The University's re student's intellectual, personal, a responsible to meet this requirer	other through our online system ave a medical condition(s) or disamments Coordinator in the Department. esidence halls are an integral part and social development. The Uni	bility(ies) that requires ment of Residential Liv of campus life, offering versity has a two year r	our attention when making your assignment,
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Special Requirements: If you ha please contact our Room Assign housingquestions@email.wcu.ed Please note: The University's re student's intellectual, personal, a responsible to meet this requirer	ave a medical condition(s) or disaments Coordinator in the Departedu. esidence halls are an integral part and social development. The Uniment, please visit the University's	bility(ies) that requires ment of Residential Liv of campus life, offering versity has a two year resewebsite at http://wcu.e	our attention when making your assignment, ing at (828)227-7303 or g a variety of experiences which enhance a esidency requirement. To verify if you are

CONTRACT CONDITIONS

- Only WCU students enrolled and attending classes are eligible to live in University Residence Halls. This contract will be terminated by the University if the student stops attending classes or terminates enrollment.
- 2. Period of contract: This contract is for the full academic year, consisting of both fall and spring semesters, or for the remainder of the year if initiated during the academic year.
- 3. The housing deposit is non-refundable. Requests for campus housing will be accepted on a space-available basis.
- 4. Period of occupancy for all Halls except the Village: Unless agreed upon otherwise in writing, occupancy will begin on the date advertised by the Department of Residential Living as the opening semester date for the Residence Halls and will end after the contracted student's last examination at the end of each semester. For students residing in the Village ONLY, occupancy will begin the Wednesday prior to all other Residence Halls opening in the fall only. At the end of the spring semester, Village Residents may stay until the Monday after all other Residence Halls close. Room assignments will be cancelled if not claimed by 5:00pm on the first day of classes each semester. All University Residence Halls will be closed between fall and spring semesters; however, students with contracts for spring semester may leave personal belongings in their room during that break.
- 5. This contract may be voided by a student without penalty for only the following reasons:
 - a. Graduation
 - b. The student has a certified medical problem that may affect his/her living in University Residence Halls. (Documentation from a physician or psychologist/psychiatrist is needed.) This is pending Residential Living/University approval.
 - c. Academic or disciplinary dismissal from the University.
 - d. The student participates in a WCU educational program that requires living off campus; he/she must notify the Department of Residential Living at the earliest possible date.
 - e. The student officially withdraws from the University. Official withdrawal must be initiated through the University One Stop.
 - f. If a student gets married during the academic year. (A copy of the marriage certificate is required.)
- 6. Cancellation of Contract: The Department of Residential Living must be notified of cancellations in writing and with appropriate documentation. Except students who are subject to the residence hall requirements described in University Policy #96, students who cancel this agreement will be required to pay a cancellation charge of Eight Hundred Dollars (\$800.00). The deadline to cancel a Residence Hall Agreement without incurring the late cancellation charge is June 1St prior to each fall semester and December 1St prior to each spring semester for incoming students excluded from the first year/transfer residence hall requirement; and June 1St prior to each fall semester for continuing students. Students who live on campus for the fall semester are bound to the Residence Hall Agreement for the entire academic year and may not cancel for the spring semester without incurring the cancellation charge. Students wishing to appeal the late cancellation charge should provide an appeal in writing to the Residential Living Office. For the complete appeal process, please refer to the Guide to Residential Living.
- 7. The Department of Residential Living, in its sole discretion, reserves the right to cancel the contract if a student poses a problem to the interest, order, health, discipline, or to the general well-being of himself or other members of the residential community or the University.
- 8. Pandemic influenza or other emergency: In the event of a pandemic or other critical emergency, the university may close and you may be required to immediately leave the campus and vacate your university housing unit. You will be responsible for taking all valuable personal items (for example, jewelry and personal computers) with you at that time. In certain circumstances, the university may remove possessions and furnishings from student housing units so that the units may be used for other emergency purposes. The university will not be responsible for the loss of or damage to personal items that must be moved and stored during critical emergencies.
- 9. All residence hall students and their guests must abide by the rules and regulations established by the University. Additionally, students must adhere to state & federal laws, as well as provisions stated in the Residence Hall Agreement, Guide to Residential Living, Code of Student Conduct, and the University Catalog.
- This contract cannot be transferred to another person.
- 11. Students who live in a residence hall are required to purchase a meal plan. Students must choose a meal plan they are eligible for. Please check the dining website for a list of the different meal plans and eligibility requirements.
- 12. The University does not assume any legal obligation to pay for the loss of or damage to the student's property if it occurs in its buildings or on its grounds prior to, during, or subsequent to the period of the contract.
- 13. The student is responsible for the accommodations assigned and shall reimburse the University for all damages done within or to said accommodations. Residents of a floor or wing are jointly and severally responsible for damages to public areas on the floor or wing (floor, walls, ceilings, tiles, furniture, etc.) if the person causing the damage cannot be identified. Residents are also responsible for damage done by their guests.
- 14. Most rooms are double rooms to be occupied by two persons. When space permits, a student may occupy a double room on a private basis by payment of an additional fee, and the completion of a private room contract. Single occupants who do not reserve their rooms on a private basis may need to move to another room or accept an assigned roommate upon request of the Department of Residential Living. Failure to do so may result in the student being billed the private room rate. Every resident who has signed a private room contract is also responsible for following the guidelines as stated in that contract. Not all double rooms are available as private rooms.
- 15. When necessary, temporary housing may be created by using common areas, as well as assigning roommates to residents who requested private rooms. If this occurs, every effort will be made to ensure the security and comfort of the residents. As space becomes available, residents in temporary housing will be reassigned to permanent housing.
- 16. The University reserves the right of entry into a student's room during an emergency, for health or safety purposes, and for other purposes in accordance with University policy.
- 17. A student withdrawing from the University shall be expected to follow the official checkout procedures at the residence halls, notify the Department of Residential Living in person or in writing, and vacate the University Residence Halls within 24 hours of withdrawal.
- 18. A student moving from one room to another or leaving at the end of the year must follow checkout procedures and return all keys. Failure to do so is considered an improper checkout and the student will be assessed additional administrative fees.
- 19. The Department of Residential Living reserves the right to make room changes during the year for the good of the resident, the residential community or other reasonable considerations.
- 20. Students who have received special permission from the Department of Residential Living to check in early at the beginning of either the fall or spring semester will be assessed an early arrival fee of \$30.00 per day. Any early arrival that is not requested and approved by Residential Living in advance will be billed an administrative fee of \$20.00 in addition to the \$30.00 per day early arrival fee.
- 21. Students assigned to special interest floors must sign an agreement and will be expected to abide by the special floor guidelines.
- 22. If any provisions of this contract shall be declared illegal or unenforceable, the remaining provisions will remain in full force and effect.
- 23. The Department of Residential Living may amend this contract at any time. If the contract is amended, the Department of Residential Living will notify all concerned parties.

By signing below I certify that I have carefully read, understand and fully agree with the Residence Hall Agreement including, but not limited to, The Contract Conditions.

Signature		Date
_	Student	
Signature		Date
Ü	Parent or guardian of student under 18 years	old